

Northwest University	Date Issued: 5/14/25
Buntain School of Nursing	Date Revised:
	Date Reviewed:
POLICIES AND PROCEDURES	
TITLE: Withdrawal Policy and Procedure	

Purpose

To provide a clear and consistent process for nursing students who wish to withdraw from the Buntain School of Nursing (BSON).

Reasons for Withdrawal

Students may request withdrawal from the BSON for the following reasons:

- Academic difficulties
- Medical or health-related concerns
- Personal or family circumstances
- Financial challenges
- Career reassessment or change in professional goals
- Military service obligations
- Other

Withdrawal from Course

According to Northwest University’s (NU) withdrawal policy, students may withdraw from a course after the add/drop deadline during the Course Withdrawal Period, which extends through the end of the 12th week of classes. Nursing students who wish to withdraw must do so from all enrolled nursing classes. Students should be aware that withdrawing from nursing courses may affect progression in the nursing program, on-campus housing eligibility, and financial aid status.

Withdrawal Process

1. Initial Advising Meeting

The student initiates the withdrawal process by meeting with their academic advisor to discuss their decision and explore possible alternatives. During this meeting, the advisor will:

- Review the academic and personal implications of withdrawal.
- Offer guidance on the next steps.
- Refer the student to Student Financial Services to review potential financial implications.
- Refer the student to the BSON Student Success Coach and the NU Academic Success & Advising office for additional support (as applicable).

2. Withdrawal Form Completion

The student is required to complete the BSON Withdrawal form, which must be signed by the following individuals:

- Academic advisor
- Student affairs chairperson
- BSON dean (final approving authority)

3. Return of Property and Final Approval

Before the withdrawal is finalized, the student is required to return all hospital-issued identification (e.g., ID badges, access cards).

Withdrawal from the BSON is not considered official until:

- All required signatures are obtained
- All required items are returned
- Written approval is granted by the dean

4. Registrar Notification

Once the student has completed the BSON withdrawal process, the NU Registrar's Office must be notified to officially record the withdrawal from nursing courses. The student must submit the signed Request Registration Change form to the Registrar's Office as part of the final step in withdrawing from nursing courses.

University Withdrawal

If a student intends to withdraw from all NU courses, they must complete both the BSON withdrawal process and the Northwest University withdrawal process.

This includes:

- Submitting the NU Request Registration Change form through the Registrar's Office
- Following the procedures outlined in the NU Academic Catalog under the Academic Information and Policies section

Failure to complete the university-level withdrawal may result in continued billing, academic penalties, or a hold on the student's transcript.

Readmission

Students who have officially withdrawn from the BSON and wish to return must formally reapply to the program. Readmission is based upon:

- Availability of space in the cohort
- Fulfillment of all current admission criteria at the time of reapplication
- A review of the student's academic standing and prior performance

Students are strongly encouraged to consult the BSON Readmission Policy for detailed procedures, deadlines, and documentation requirements before submitting a readmission application.